

COMMUNITY PRESERVATION SPECIALIST

DEFINITION

Performs pro-active code enforcement activities related to community preservation, zoning, sign, weed and debris abatement as well as other ordinances, permits and conditions of approval. This typically involves, but is not limited to, conducting research on various use requirements that apply to “problem” properties and taking pro-active code enforcement actions to insure that applicable property and business owners comply with identified requirements. Typically, Community Preservation Specialists are assigned to targeted areas of the City (with specific emphasis on the business and Redevelopment areas of the city) on a long-term basis in order to affect a desired change to the overall environment of the community. Specialists also carry out activities that support redevelopment project area(s) improvements and recovery efforts. Responsibilities require the performance of complex professional level duties within the context and in support of the Department’s Mission, City Initiatives and City Council Priorities. Community Preservation Specialists typically work with other city departments as well as other public and private organizations and community/neighborhood groups to both plan and implement long-term improvement to targeted areas of the City through enhanced programs and specialized project based property improvements.

SUPERVISION RECEIVED AND EXERCISED

The Community Preservation Specialist(s) will report directly to the Neighborhood Partnership Manager. Supervision received consists of oral and written instructions intended to define objectives and problems, and may include detailed work direction.

ESSENTIAL DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Performs code enforcement activities, such as: receiving, documenting, and investigating possible violations of the Municipal Code and other use requirements; inspects parcels of land, businesses, residences, and vehicles for compliance; issues appropriate warnings, notices, and citations, and initiates abatement procedures in order to bring properties into compliance; provides information on compliance with Municipal Code requirements; develops recommendations for the Community Preservation Program; and assists with identifying and recommending revisions to the Municipal Code.

ESSENTIAL DUTIES (cont'd)

2. Maintains manual and electronic records of findings and enforcement actions in an orderly and timely manner.
3. Assists individual violators and complainants in resolving code violations or neighborhood problems.
4. Prepares reports and case information, represents the City in hearings of contested code enforcement activities, and testifies in court or other legal proceedings as required.
5. Initiates Abatement Warrant process and, in consultation with the City Attorney's office, carries out procedure to obtain court ordered warrants.
6. Primarily initiates investigations on a proactive basis related to use and property maintenance violations.
7. Coordinates with City and outside public and private agency personnel in identifying and abating more complex nuisance, code, and use permit violations that typically involve multiple interests and concerns.
8. Primarily works with commercial and residential property owners, business owners, as well as public and private organizations and community/neighborhood groups to enhance and preserve the quality and livability of neighborhood and community environments through a combination of educational and code enforcement activities.
9. Attends, facilitates prepares and delivers public presentations/meetings and written materials using a variety of media (where the development of this information was derived from both the Community Preservation Specialist and the Neighborhood Partnership Manager) for both small and large audiences including but not limited to community associations, homeowner associations, merchants associations, and other community and business area meetings.
10. Works with merchants and property owners to identify short and long term business goals and objectives for the district(s).
11. Assists in promoting appropriate types of Redevelopment and various City programs, (including but not limited to: the façade improvement program, city green efforts and other design assistance for commercial properties).
12. Provides a variety of resource information to the business community appropriate to their needs and in conjunction with other sponsored projects such as crime prevention.

ESSENTIAL DUTIES (cont'd)

13. Available to merchants and property owners on a daily or weekly basis.
14. Collects, organizes and analyzes basic economic development data.
15. Works with Neighborhood Partnership Manager on the development and implementation of various projects (including but not limited to mural programs, news rack projects, city green efforts etc.)
16. Assists with drafting, analyzing and reviewing of contracts and agreements,
17. Assists in writing grant proposals.
18. Contributes to any planning or policy documents.
19. Coordinates and executes projects for various programs as directed.
20. Knowledge and capability of prioritizing work.
21. Performs other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. The purpose of regulations, municipal codes, ordinances, use permit and other legal requirements enforced by local government.
- B. Principles, practices and techniques of code violation investigation, enforcement and standard Redevelopment procedures.
- C. Applicable City and State regulations and policies related to code enforcement and redevelopment.
- D. Effective public contact techniques in person, on the telephone and through written communication.
- E. Research, record keeping and report writing techniques.
- F. The mission of the City Initiatives and City Council Priorities.
- G. Negotiation and conflict resolution techniques pertaining to working with both individual complainants, business and property owners.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of (cont'd):

- H. Negotiation and conflict resolution techniques as they apply to complex issues involving multiple disciplines, multiple City departments, and multiple jurisdictions.
- I. Principles and practices of planning and planning processes as they apply to code enforcement activities, land use and commercial properties.
- J. Knowledge of basic administrative processes; planning, organization, personnel administration, coordination.

Ability to:

- K. Learn, interpret, apply and clearly explain codes, policies, regulations and other legal requirements to the general public.
- L. Effectively and concisely communicate orally, visually, and in writing.
- M. Work independently, correctly prioritize cases and other responsibilities, and exercise sound judgment.
- N. Maintain manual and electronic records accurately and in a timely manner.
- O. Deal effectively and tactfully with property owners and managers, tenants, contractors, City staff, other agency representatives and the general public.
- P. Operate standard office equipment including, but not limited to: Microsoft Office software, and photographic equipment.
- Q. Work on rotational Saturday's (as needed) and be available to work on an occasional Sunday's or evening(s) as needed.
- R. Assist in the interpretation, development and implementation of Ordinances, regulations and policies pertaining to assigned programs and projects.
- S. Gather and analyze basic data.
- T. Understand, interpret, and apply the provisions of basic government.
- U. Establish and maintain effective relations with community services agencies, civic groups, the general public and fellow staff members.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to (cont'd):

- V. Communicate effectively in oral and written form to individuals and groups of various organizational and socio-economic levels.
- W. Reason logically, draw valid conclusions, generate and evaluate alternatives.
- X. Make oral presentations.
- Y. Meet expressed deadlines and target project dates.
- Z. Prepare clear and concise memorandums.
- AA. Work within budget.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and education that would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of full-time experience working with the public in an educational, training, public relations or customer service capacity involving substantial face-to-face contact. Previous code/law enforcement and/or redevelopment experience is highly desirable.

Training:

Equivalent to an Associates of Arts Degree is required and a Bachelors Degree is desirable. Additional training or related college coursework in code/law enforcement, redevelopment or related field is desired. A Bachelor's Degree from an accredited university may be substituted for up to one year of the required experience.

Licenses and Certificates:

Possession of a Class C California Driver License and a satisfactory driving record are conditions of initial and continued employment. Possession of, or the ability to obtain, certification by California Association of Code Enforcement Officers or similar organizations as a certified code enforcement officer is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: effectively manage and work with periodic difficult interpersonal contacts; work in a standard office environment and use standard office equipment and current software; be able to drive City vehicles to, and be able to carry out assigned duties in, a variety of community settings and weather conditions; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and carry materials for community meetings weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in a professional manner.

PROBATIONARY PERIOD: One Year

613CS09

April 2009

AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non Exempt